



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
47-2012

OPEN TO: All Interested Candidates
POSITION: Bodyguard Administrative Coordinator, FSN-06*; FP-08** (Please reference the position title or VA number in your application to be considered)
OPENING DATE: August 21, 2012
CLOSING DATE: September 4, 2012
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 727,648* (Grade 6)
LENGTH OF APPOINTMENT : Temporary – 06 Months

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Bodyguard Administrative Coordinator in the Regional Security Office.

BASIC FUNCTION OF POSITION

Coordinates all activities of a 16-person bodyguard unit assigned to protect the Chief of the Mission

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** Two years in administrative or clerical work. Experience in security-related profession is preferred but not mandatory
- 3. Language Proficiency:** Level III English, French and Arabic are required.
- 4. Other criteria:** Good Understanding of organization, time management, teamwork, morale, and good relationships. Strong Knowledge of FAM regulations governing PSU. Familiarity of paper spread sheets control and contact with the public. Strong Knowledge of the local and state department regulation.

5. Other Skills and Abilities: Must be able to multitask, learn and meet administrative, managerial, human resources, and supply needs of team. Must be organized, detail-oriented, able to plan scheduling, record-keeping. Computer word processing and MS Office applications such as Excel, Word, and PowerPoint.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit: (1) and (2) below:

1. Preliminary Documentation
 - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.

Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: September 4, 2012

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Bodyguard Administrative Coordinator Vacancy Announcement # 47-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**